

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev. (8/08)

SITION OF DESCRIPTION	<p>TITLE OF POSITION: <u>Correctional Officer Steward</u> CLASSIFICATION CODE: <u>02561200</u> SALARY RANGE: <u>624A 46,927 – 65,536</u> REFERENCE POSITION NO: <u>1370-12100-00524</u> Department or Agency Name: <u>Corrections</u> APPLICATION PERIOD: <u>July 14, 2010 to July 20, 2010</u> Division/Section/Unit: <u>Institutions/Operations/Food Service</u> <u>3 Day Grace – July 23, 2010</u> Assignment(s)/Comments: Hours of Work: <u>6:05 A.M. – 4:15 P.M.</u> Days Off: <u>To be Determined</u> Location: <u>All ACI Facilities</u> Restrictions/Limitations: <u>RIBCO Members ONLY (Inappropriate bids will not be acknowledged)</u> Position Covered By Collective Bargaining Agreement: YES <u>X</u> NO _____ Name of Bargaining Unit: <u>RIBCO</u> There is _____ is not <u>X</u> a Civil Service List for this position. See A/B or Both for Specific Instructions Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
TO CANDIDATE GENERAL INFORMATION	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number. MOST IMPORTANT - please include the following information: <ul style="list-style-type: none"> ● The title of the position for which you are applying ● Name of department where you are currently employed ● Title of your present position and date you entered it ● Your business telephone number ● Date you entered State service ● Present Union Affiliation*** *** in certain agencies, bargaining union applications will receive preferential consideration according to contract. B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT: <ul style="list-style-type: none"> ● Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. ● MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). </p>
ES STATEMENT	<p>DUTIES / RESPONSIBILITIES: To be responsible for the preparation and cooking of food and the instruction and supervision of inmates assigned to work in the food service units in the Adult Correctional Institutions; to be responsible for safeguarding the custody and well-being of inmates assigned to such units; to carry out plans for their training and rehabilitation; and to do related work as required.</p>
CATION & MINIMUM	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a senior high school; and Experience: Such as may have been gained through: employment in private or public work involving the supervision of others and the enforcement of rules and regulations; and experience as a cook in a hospital, hotel, large restaurant, or in the military. Food Safety Manager certificate by the Rhode Island Department of Health preferred. Or, Any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirements: See Below</p>
APPLY WHERE TO	<p><i>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail.</i> SEND RESUME OR CS-14 APPLICATION TO: Stacey Dussault Junior Resource Specialist Office of Human Resources 39 Howard Avenue Cranston, RI 02920 Phone: 401-462-5120 Fax: 401-462-2685 Email: Stacey.Dussault@DOC.RI.GOV TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p>

**E-VERIFY
PROGRAM
EMPLOYER**

*** Special Requirements***

The following conditions of employment must be met at the time of appointment:

- Must have successfully completed the eight week correctional officer training program
- Must be capable of performing (with or without reasonable accommodations) the essential duties as evidenced by a physician's certificate from a physician designated by the Department of Corrections
- In accordance with RIGL 42-28.3-1 – no person shall be appointed temporary, probationary, or permanent until they shall have been evaluated and tested by a certified psychologist and receive a satisfactory rating which shall be in writing
- No such appointee shall be given permanent appointment to a position within this class unless he/she shall have met all above requirements

“Every effort will be made to reasonably accommodate an individual who has a disability. Therefore, nothing in this specification shall be interpreted to prohibit the use of such accommodation in order to perform the essential functions of this class”